



The OMHA is currently seeking a resourceful, innovative and motivated individual for the position of **Manager, Hockey Development**.

Reporting to the Director, Hockey Development and Executive Director, the Manager, Hockey Development is responsible for the administration of Development Programs delivered under the auspices of the Ontario Minor Hockey Association. Working in collaboration with the Director, Hockey Development and the Development Committee Chair, and Technical Program Chairs, the Manager, Hockey Development provides leadership and vision and ensures that OMHA Development Programs are operating in a quality and cost effective manner.

The Ontario Minor Hockey Association, founded in 1935, is a leader in community sport and oversees a participant base of 300,000 consisting of players, coaches, trainers, officials, hockey volunteers and parents across the province. The OMHA works with its 225 local minor hockey associations and annually coordinates 28 leagues to create the best minor hockey experience in Canada.

#### **DUTIES AND RESPONSIBILITIES**

Will include but not be limited to the following:

- Providing key resource support to OMHA Chairman of Development Committee, Technical Program Chairs and coordinating communications to Board, Development Personnel and to the General Membership.
- Supporting all programs in facilitating Committee and Program committee activities, including logistics, arrangements, communications, etc.
- Managing and supporting the administration of Development Clinics processes including presentation materials and audio/visual.
- Supporting the preparation and monitoring of Development Program budgets, including reporting generating Reports of Development Programs as required.
- Liaison, advocacy and communications with Hockey Canada OHF/OHF Member Partners, including fostering good working relationships. This will include representation of OMHA, where necessary at Hockey Canada/OHF member Committee Meetings/events, etc.
- Oversee the administration of key elements Development Programs, including
  - NCCP
  - Player Development
  - HCOP
  - HTCP
  - Respect in Sport
- Office Operations/Special Projects and Initiatives support

## REQUIRED SKILLS AND ABILITIES

The successful candidate shall possess the following:

- Recommended Post-secondary diploma or degree in Sport Management or related discipline.
- Minimum 5 years administrative/managerial experience in sport association environment
- Minimum of 10 years involvement in Hockey Development
- Knowledge and Skills will include:
  - Leadership and organizational skills
  - Superior communications skills
  - Financial Management
  - Decision Making
  - Ability to work with volunteers
  - Knowledge of OMHA Development Programs
  - Knowledge of OMHA rules, regulations, policies
  - Strategic planning
  - Attention to detail
  - Computer aptitude, ability, including Information Management Systems
  - Excellent interpersonal skills
  - Ability to work under pressure
  - Ability to work with minimal supervision



If you enjoy working in a fun, fast-paced, sports environment and would like to join the team at the Ontario Minor Hockey Association, then please send us your application to the attention of:

OMHA Human Resources  
Mail: 25 Brodie Drive Unit 3, Richmond Hill ON, L4B 3K7  
Email: [hr@omha.net](mailto:hr@omha.net)

Closing date for applications is **June 29, 2018**. Only candidates selected for interviews will be contacted. No phone calls please.